



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTC GREAT LAKES
MASTER FILE COPY

NTCGLAKESINST 5720.21C

PAO

APR 17 1995

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5720.21C

From: Commander, Naval Training Center, Great Lakes

Subj: BASE-WIDE SPEAKER'S BUREAU

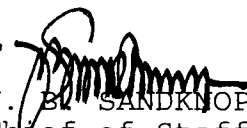
1. Purpose. To update base-wide Speaker's Bureau.
2. Cancellation. NTCGLAKESINST 5720.21B
3. Background. Various organizations in the civilian communities surrounding the Naval Training Center look to Great Lakes as a source of experienced speakers for luncheons, dinners, formal and informal gatherings. Without an established Speaker's Bureau, the same individuals tend to be called upon again and again in response to such requests. A clearing house is needed to provide a continually updated list of individuals whose educational backgrounds and work experiences qualify them to represent the Navy when called upon to do so. The Speaker's Bureau identifies the resources within the Great Lakes community to the Public Affairs Officer (PAO) and allows the PAO to determine whether specific events are appropriate for Navy participation. In such instances, the PAO serves as liaison between the requesting agency and the proposed speaker. This "clearing house" is designated the Great Lakes Speaker's Bureau.
4. Eligibility. Officers and senior enlisted personnel are eligible to participate.
5. Action.
 - a. The Naval Training Center (NTC) Public Affairs Officer serves as coordinator of the Speaker's Bureau. Requests for speakers will be directed to the PAO for action.
 - b. All Commanding Officers of the NTC component commands are considered participants in the Speaker's Bureau. Commanding Officers of tenant activities are invited to participate. Each component and tenant command is invited to provide NTC PAO with a list of individuals who are qualified and willing to serve as public speakers. All listings should be updated at least annually, on 1 May or as necessitated by personnel changes. Lists should include information about the nominees, including topics, speaking experience, willingness to travel at own expense, and type of audience preferred (youth groups, civic groups, professional organizations, senior citizens and others). NTC PAO will endeavor to match the speaker to the request.

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c. PAO point of contact is Mr. Richard Lara, extension 2201/2430.


J. B. SANDKNOP
Chief of Staff

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), III-A, B, C